

Module 4

Government Bill of Lading

Lesson 1 - Searching GBLs

Overview

Introduction

You learned about the EDA Web System and its security requirements, navigation of the web using Netscape and links, and the logging on and off process. This lesson discusses the different searches you can do to retrieve the GBL you need.

Objectives

Upon successful completion of this lesson, you will describe the different search criteria to find and retrieve GBLs.

List of Topics

This lesson covers the following topics:

- search within date ranges
- search for most recent GBL
- search for a specific GBL
- search for all GBLs within issue date range
- search for all GBLs by government bill of lading office code (GBLOC) within issue date range
- search for all GBLs by standard carrier account code (SCAC) within issue date range
- search for all GBLs by fiscal station number (FSN)/ movement designator code (MDC)/air force transportation account code (ATAC)/transportation account code (TAC) within issue date range
- search for all GBLs by EDA availability date
- search results and GBL retrieval

Note: The screens will also relate to Freight GBLs.

Searching Within Date Ranges

Introduction

There are two ways to enter information to search for the GBL you want to access:

1. Enter specific information to search for a specific GBL. This search will retrieve a list with only the GBL(s) you specified.
2. Enter a range of dates to bring up a list of GBLs from which you may make a selection.

The first screen you will see is the following.

Note: Because the database is still evolving, only the basic steps for GBL retrieval will be covered here.



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Personal Property GBL Search Options

Select one of the following search options:

[Search](#) for Most Recent Personal Property GBLs

[Search](#) for a Specific Personal Property GBL

[Search](#) for All Personal Property GBLs within Issue Date Range

[Search](#) for All Personal Property GBLs by GBLOC within Issue Date Range

[Search](#) for All Personal Property GBLs by SCAC within Issue Date Range

[Search](#) for All Personal Property GBLs by FSN/MDC/ATAC/TAC within Issue Date Range

Figure 4-1, Personal Property GBL Search Options

Range of Dates

Several of the searches require that you enter a date range:

- by most recent GBLs
- by GBLs within issue date range
- by GBLOC within issue date range
- by SCAC within issue date range
- by FSN/MDC/ATAC/TAC within issue date range
- all GBLs by EDA availability date
- customized GBL listing using query by example
- by specific personal property GBL

Entering Dates

Your search should have a start date and an end date in the following format:

YYYYMMDD.

For example, the date June 26, 1995, would be entered 19950626.

Start and End Date

The default for entering the start date is “*greater than or equal to.*” The default for entering the end date is “*less than or equal to.*” If you know the GBL was dated around the 3rd of April and you decide to search between April 1, 1996, and April 5, 1996, your search could look as follows:

START DATE 19960401 greater than or equal to

END DATE 19960405 less than or equal to

Too wide of a search will result in an enormous listing of GBLs. It is best to keep the search ranges small and make several searches, changing the range each time as necessary.

Other Ranges

Besides “*greater than or equal to*” for the start date and “*less than or equal to*” for the end date, there are other options for searching a range of dates.

Enter search criteria:

Note: Dates are in the form YYYYMMDD, i.e. 19960901 = September 1, 1996

The screenshot shows a web form with a grey button labeled "View Search Results" at the top. Below it are two rows of input fields. The first row is labeled "Availability Start Date" in blue text, followed by a text input box and a dropdown menu currently showing "Greater than or Equal to". The second row is labeled "Availability End Date" in blue text, followed by a text input box and a dropdown menu currently showing "Less than or Equal to".

Figure 4-2. Start And End Date

To the right of the words “*greater than or equal to*” is a down arrow. When you click on the arrow, the following options appear:

Enter search criteria:

Note: Dates are in the form YYYYMMDD, i.e. 19960901 = September 1, 1996

This screenshot is similar to Figure 4-2, but the dropdown menu for the "Availability Start Date" field is open. The menu lists five options: "Greater than or Equal to", "Equal to", "Greater than", "Less than", and "Less than or Equal to". The "Equal to" option is highlighted with a blue background. Below the input fields, there are two blue links: "Start a new search" and "Return to DOD EDA Document Selection Screen".

Figure 4-3. Enter Search Criteria

Clicking on any of the options will put that selection in place of the “*greater than or equal to*” statement.

Other Ranges For the End Date

For the end date, to the right of the words “*less than or equal to*” is a down arrow. When you click on the arrow, the following options appear:

Enter search criteria:

Note: Dates are in the form YYYYMMDD, i.e. 19960901 = September 1, 1996

The screenshot shows a web interface for entering search criteria. At the top is a grey button labeled "View Search Results". Below it are two input fields. The first is labeled "Availability Start Date" and has a dropdown menu set to "Greater than or Equal to". The second is labeled "Availability End Date" and has a dropdown menu set to "Less than or Equal to". A third dropdown menu is open, showing three options: "Less than or Equal to" (highlighted in blue), "Less than", and "Equal to". Below the input fields are two links: "Start a new search" and "Return to DOD EDA Document Selection Screen".

Figure 4-4,

Clicking on any of the options will put it in place of the “*less than or equal to*” statement.

Examples of Date Ranges

Some of the options used will include the date you type in. In the example below, July 1 is typed in as the date. Looking at the search criteria, you can see how your search changes, depending upon which criteria you select:

Search Criteria	Example Date	Includes
greater than or equal to	July 1	July 1 and beyond
equal	July 1	July 1 only
greater than	July 1	July 2 and beyond does not include July 1
less than	July 1	June 30 and before does not include July 1
less than or equal to	July 1	July 1 and before

Search For Most Recent GBL

Search Criteria

This is a search for the most recent GBLs within a specified date range. The search will return the GBLs meeting specified date ranges.

Steps

To search for the most recent GBLs:

Step	Action	Result
1	From the search options page, click on <i>Search</i> in “ <i>Search For Most Recent GBL.</i> ”	This will bring up the screen “Most Recent Personal Property GBLs.”



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Most Recent Personal Property GBLs

Enter search criteria:

Note: Dates are in the form YYYYMMDD, i.e. 19960901 = September 1, 1996

View Search Results

[Availability Start Date](#) Greater than or Equal to

[Availability End Date](#) Less than or Equal to

Figure 4-5. Most Recent GBLs

Step	Action	Result
2	<ul style="list-style-type: none"> Click the mouse inside the box next to Availability Start Date. Type in the start date and press <i>Tab</i>. 	This will place your cursor in the Availability End Date box.

3	<ul style="list-style-type: none">• Type in the end date.• Click on the <i>View Search Results</i> button.	This will bring up a list of GBLs for your selection.					
	<table><tr><th>If</th><th>Then</th></tr><tr><td>the desired GBL is on the list,</td><td>click on the GBL number for retrieval.</td></tr><tr><td>the desired GBL is not on the list,</td><td>click on <u>Start a new search</u> at the bottom of the page.</td></tr></table>	If	Then	the desired GBL is on the list,	click on the GBL number for retrieval.	the desired GBL is not on the list,	click on <u>Start a new search</u> at the bottom of the page.
If	Then						
the desired GBL is on the list,	click on the GBL number for retrieval.						
the desired GBL is not on the list,	click on <u>Start a new search</u> at the bottom of the page.						

Search For a Specific GBL


Criteria For Search

This is a search for a GBL when the specific GBL number is known. It will return all GBLs meeting the GBL number criteria.

Steps

To search for a specific GBL :

Step	Action	Result
1	From the search options page, click on <i>Search</i> in “ <i>Search</i> For a Specific Personal Property GBLs.”	This will bring up the screen “Specific Personal Property GBLs.”



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Specific Personal Property GBL

Enter search criteria:

View Search Results

[Government Bill of Lading \(GBL\)](#)

[Start a new search](#)
[Return to DOD EDA Document Selection Screen](#)

Figure 4-6. Specific Personal Property GBL Screen

Steps
(continued)

Step	Action	Result
2	<ul style="list-style-type: none">Click the mouse in the box next to GBL number.Type in the GBL number.Click on the <i>View Search Results</i> button.	This will bring up a GBL for your selection.

If	Then
the desired GBL is on the list,	click on the GBL number for retrieval.
the desired GBL is not on the list,	click on <u><i>Start a new search</i></u> at the bottom of the page.

Search For All GBLs Within Issue Date Range

Criteria For Search

This is a search for all GBLs within a specified date range. The search will return the GBLs meeting specified date ranges.

Note: Too large of a date range will result in a large number of GBLs being identified in the search results. If this occurs, narrow the search range to make the search as specific as possible.

Steps

To search for all GBLs within issue date range:

Step	Action	Result
1	From the search options page, click on <i>Search</i> in “ <i>Search For All Personal Property GBLs Within Issue Date Range.</i> ”	This will bring up the screen “Personal Property GBLs Within Issue Date Range.”



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Personal Property GBLs within Issue Date Range

Enter search criteria:

Note: Dates are in the form YYYYMMDD, i.e. 19960901 = September 1, 1996

View Search Results

Issue Start Date Greater than or Equal to

Issue End Date Less than or Equal to

Figure 4-7. Personal Property GBLs Within Issue Date

2	<ul style="list-style-type: none">• Click the mouse inside the box next to Issue Start Date.• Type in the start date and press <i>Tab</i>.	This will place your cursor in the Issue End Date box.						
3	<ul style="list-style-type: none">• Type in the end date.• Click on the <i>View Search Results</i> button.	This will bring up a list of GBLs for your selection.						
<table><tr><th>If</th><th>Then</th></tr><tr><td>the desired GBL is on the list,</td><td>click on the GBL number for retrieval.</td></tr><tr><td>the desired GBL is not on the list,</td><td>click on <u><i>Start a new search</i></u> at the bottom of the page.</td></tr></table>			If	Then	the desired GBL is on the list,	click on the GBL number for retrieval.	the desired GBL is not on the list,	click on <u><i>Start a new search</i></u> at the bottom of the page.
If	Then							
the desired GBL is on the list,	click on the GBL number for retrieval.							
the desired GBL is not on the list,	click on <u><i>Start a new search</i></u> at the bottom of the page.							

Search For All GBLs by GBLOC Within Issue Date Range

Criteria For Search

This is a search for all GBLs by GBLOC within a specified date range. The search will return the GBLs meeting specified date ranges.

Steps

To search for all GBLs by GBLOC within issue date range:

Step	Action	Result
1	From the search options page, click on <i>Search</i> in “ <i>Search</i> For All Personal Property GBL By GBLOC Within Issue Date Range.”	This will bring up the screen “Personal Property GBLs by GBLOC within Issue Date Range.”



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Personal Property GBLs by GBLOC within Issue Date Range

Enter search criteria:

Note: Dates are in the form YYYYMMDD, i.e. 19960901 = September 1, 1996

View Search Results

[GBLOC](#)

[Issue Start Date](#) Greater than or Equal to

[Issue End Date](#) Less than or Equal to

Figure 4-8. GBLs by GBLOC Within Issue Date Range

2	<ul style="list-style-type: none"> Click the mouse in the box by Issued By (GBLOC). Type in the Issued By GBLOC number and press <i>Tab</i>. 	This will place your cursor in the Issue Start Date box.
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3	Type in the start date and press <i>Tab</i> .	This will place your cursor in the Issue End Date box.						
4	<ul style="list-style-type: none">• Type in the end date.• Click on the <i>View Search Results</i> button.	This will bring up a list of GBLs for your selection.						
	<table><tr><th>If</th><th>Then</th></tr><tr><td>the desired GBL is on the list,</td><td>click on the GBL number for retrieval.</td></tr><tr><td>the desired GBL is not on the list,</td><td>click on <u><i>Start a new search</i></u> at the bottom of the page.</td></tr></table>		If	Then	the desired GBL is on the list,	click on the GBL number for retrieval.	the desired GBL is not on the list,	click on <u><i>Start a new search</i></u> at the bottom of the page.
	If	Then						
the desired GBL is on the list,	click on the GBL number for retrieval.							
the desired GBL is not on the list,	click on <u><i>Start a new search</i></u> at the bottom of the page.							

Search For All GBLs By SCAC Within Issue Date Range

Criteria For Search

This is a search for all GBLs by SCAC within issue date range. The search will return the GBLs meeting specified date ranges.


Note: Too large of a date range will result in a large number of GBLs being identified in the search results. If this occurs, narrow the search range to make the search as specific as possible.

Steps

To search for all GBLs by SCAC within issue date range:

Step	Action	Result
1	From the search options page, click on <i>Search</i> in “ <i>Search For All Personal Property GBLs By SCAC Within Issue Date Range.</i> ”	This will bring up the screen “Personal Property GBLs by SCAC Within Issue Date Range.”

Steps (continued)



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**Personal Property GBLs by SCAC within Issue
Date Range**

Enter search criteria:
 Note: Dates are in the form YYYYMMDD, i.e. 19960901 = September 1, 1996

SCAC

Issue Start Date Greater than or Equal to ▾

Issue End Date Less than or Equal to ▾

Figure 4-9. GBLs Within Issue Date Range By SCAC

Step	Action	Result
2	<ul style="list-style-type: none"> Click the mouse in the box by (SCAC). Type in the SCAC number and press <i>Tab</i>. 	This will place your cursor in the Issue Start Date box.
3	Type in the start date and press <i>Tab</i> .	This will place your cursor in the Issue End Date box.
4	<ul style="list-style-type: none"> Type in the end date. Click on the <i>View Search Results</i> button. 	This will bring up a list of GBLs for your selection.
	If	Then
	the desired GBL is on the list,	click on the GBL number for retrieval.

	the desired GBL is not on the list,	click on <i>Start a new search</i> at the bottom of the page.	
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Search For All GBLs By FSN/MDC/ATAC/TAC Within Issue Date Range

Criteria For Search

This is a search for all GBLs within a specified date range by FSN/MDC/ATAC/TAC. The search will return the GBLs meeting specified date ranges.

Note: Too large of a date range will result in a large number of GBLs being identified in the search results. If this occurs, narrow the search range to make the search as specific as possible.

Steps

To search for all GBLs by FSN/MDC/ATAC/TAC within a date range:

Step	Action	Result
1	From the search options page, click on <i>Search</i> in “ <i>Search</i> For All Personal Property/Freight GBLs By FSN/MDC /ATAC/ TAC Within Issue Date Range.”	This will bring up the screen “Personal Property GBLs FSN/MDC/ATAC/TAC.” Within Issue Date Range



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**Personal Property GBLs by
FSN/MDC/ATAC/TAC within Issue Date Range**

Enter search criteria:

Note: Dates are in the form YYYYMMDD, i.e. 19960901 = September 1, 1996

[FSN/MDC/ATAC/TAC](#)

[Issue Start Date](#) Greater than or Equal to ▾

[Issue End Date](#) Less than or Equal to ▾

Figure 4-10. GBLs by FSN/MDC/ATAC/TAC Within Issue Date Range

Step	Action	Result					
2	<ul style="list-style-type: none">• Click the mouse in the box by FSN/MDC/ATAC/TAC.• Type in the FSN/MDC/ATAC/TAC and press <i>Tab</i>.	This will place cursor in the Issue Start Date box.					
3	Type in the start date and press <i>Tab</i> .	This will place cursor in the Issue End Date box.					
4	<ul style="list-style-type: none">• Type in the end date.• Click on the <i>View Search Results</i> button.	This will bring up a list of GBLs for your selection.					
	<table><tr><th>If</th><th>Then</th></tr><tr><td>the desired GBL is on the list,</td><td>click on the GBL number for retrieval.</td></tr><tr><td>the desired GBL is not on the list,</td><td>click on <u><i>Start a new search</i></u> at the bottom of the page.</td></tr></table>	If	Then	the desired GBL is on the list,	click on the GBL number for retrieval.	the desired GBL is not on the list,	click on <u><i>Start a new search</i></u> at the bottom of the page.
If	Then						
the desired GBL is on the list,	click on the GBL number for retrieval.						
the desired GBL is not on the list,	click on <u><i>Start a new search</i></u> at the bottom of the page.						

Search For Customized GBL Listing By Example Using Query

Criteria For Search

This is a search for a specific GBL that has been posted to the EDA. Query GBLs By Example is designed to meet specific criteria for selected input fields.

Note: Using the entire display field will increase your response time. Changing Sort Options will tailor Query to meet personal needs.

Steps

To search for all GBLs by Example Using Personal Query:

Step	Action	Result
1	From the search options page, click on <i>Search</i> in “ <i>Search</i> For All Personal Property/Freight GBLs Customized By Query.”	This will bring up the screen “Query Personal Property GBLs By Example.”
2	Click the mouse on the boxes in the display field for specific criteria.	A checkmark will appear.
3	<ul style="list-style-type: none"> Click the mouse in the appropriate select field. Type in the appropriate information and press <i>Tab</i>. 	This will move cursor to next select criteria.
4	After you have entered all required information press <i>View Search Results</i> .	This will bring up your specific GBL.

Search For All GBLs By EDA Availability Date


Criteria For Search

This is a search for all GBLs that have been posted to the EDA within a specified date range. The search will return the GBLs meeting specified date ranges.

Steps

To search for all GBLs by EDA availability date:

Step	Action	Result
1	From the search options page, click on <i>Search</i> in “ <i>Search</i> For All GBL by EDA Availability Date.”	This will bring up the screen “Personal Property GBLs By EDA Availability Date.”



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Personal Property GBLs by EDA Availability Date

Enter search criteria:
Note: Dates are in the form YYYYMMDD, i.e. 19960901 = September 1, 1996

[Availability Start Date](#)

[Availability End Date](#)

Figure 4-12. GBLs Within Date Range By EDA Availability

Steps (continued)

Step	Action	Results
2	<ul style="list-style-type: none"> Click the mouse inside the box next to Availability Start Date. Type in the start date and press <i>Tab</i>. 	This will place your cursor in the Availability End Date box.
3	<ul style="list-style-type: none"> Type in the Availability End Date. Click on the <i>View Search Results</i> button. 	This will bring up a list of GBLs for your selection.
	If	Then
	the desired GBL is on the list,	click on the GBL number for retrieval.
	the desired GBL is not on the list,	click on <u><i>Start a new search</i></u> at the bottom of the page.

Search Results and GBL Retrieval

Introduction

As stated at the beginning of this lesson, your search results could range from finding one GBL to a group of GBLs. Once you have the GBL information on your screen, you will want to retrieve it to be displayed on your PC using a reader that is able to read the file format.

When Your Search is Successful

When your search is successful, you will see the following screen, listing one or more GBLs:



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Requested Personal Property GBL Data

149 documents selected that meet your selection criteria (1 to 25 shown).

Click on GBL Number to retrieve document

GBL Number	GBL Mod	Issue Date	GBLOC	SCAC	FSN/MDC/ATAC/TAC	Size	Availability Date
YP571311	1	20270101	HKFL	ATVL		11k	20270101
YP330689	1	20270101	FSFL	SVLI		11k	20270101
YP110988	1	20270101	CFAT	AAFQ	3A063	11k	20270101
YP235342	1	20270101	KKFA	LNCH		11k	20270101

Figure 4-13. Successful Search Screen

Retrieving the GBL

The GBL numbers are actually links. When you click on a GBL number, the system will retrieve the document for you. You may then view the GBL. When you exit out of the reader, you will return to the web.

Size and Transfer Rate

On the previous screen, notice a column called “Size.” This column will give you an indication of how long it takes to transfer the GBL from the index server to your computer. The larger the size, the longer it takes to transfer.

Many of the documents have been scanned. These scanned documents also require more time when transferring the GBLs.

**When Your
Search is Not
Successful**

When your search is not successful, you will see the following screen:

**Department of Defense
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No documents selected that meet your selection criteria

<-----> No Data Found That Matches Selection Criteria <----->

[Start a new search](#) or [refine this query](#).
[Return to DOD EDA Document Selection Screen](#)

If you need assistance with EDA, [click here](#) for more information.

Figure 4-14. Unsuccessful Search Screen

If you were not successful, you may want to look at your selection criteria and try again.

Module 4

Government Bill of Lading

Lesson 2 - How to View GBL Documents

Overview

Introduction

You have learned how the DOD EDA Web works, how Netscape works, how to retrieve a GBL in the .PDF format, and how to log on and log off the system. In this lesson, you will learn how to use special software that is able to read the PDF format called the Adobe Acrobat Reader.

Objectives

Upon successful completion of this lesson, you will be able to:

- explain the Acrobat Reader window
- explain the function of the toolbar
- explain how to navigate through a GBL
- explain the different page views
- explain how to find a word or part of a word in a GBL
- explain how to copy and paste text and graphics into a Word document.

List of Topics

This lesson covers the following topics:

- The Acrobat Reader Window
- Toolbar
- Navigation
- Page Views
- Find
- Split Windows
- Copy and Paste
- Practice Instruction

The Acrobat Reader Window

Introduction

The GBL you select is retrieved and opened up into the Acrobat Reader Window on your PC, assuming Acrobat Reader is a helper within Netscape. From this window, you can navigate through the GBL in different ways and copy portions of the contract to paste into other documents you may be working on.

As stated in Lesson 1, while the GBL is in the Acrobat Reader Window, you may not modify it any way. It is displayed with *thumbnails* in an overview area to the left of the document.

Thumbnails

When you view the GBL through *thumbnails*, the following overview appears in the left-hand area of your screen as a representation of the first three pages of the GBL.

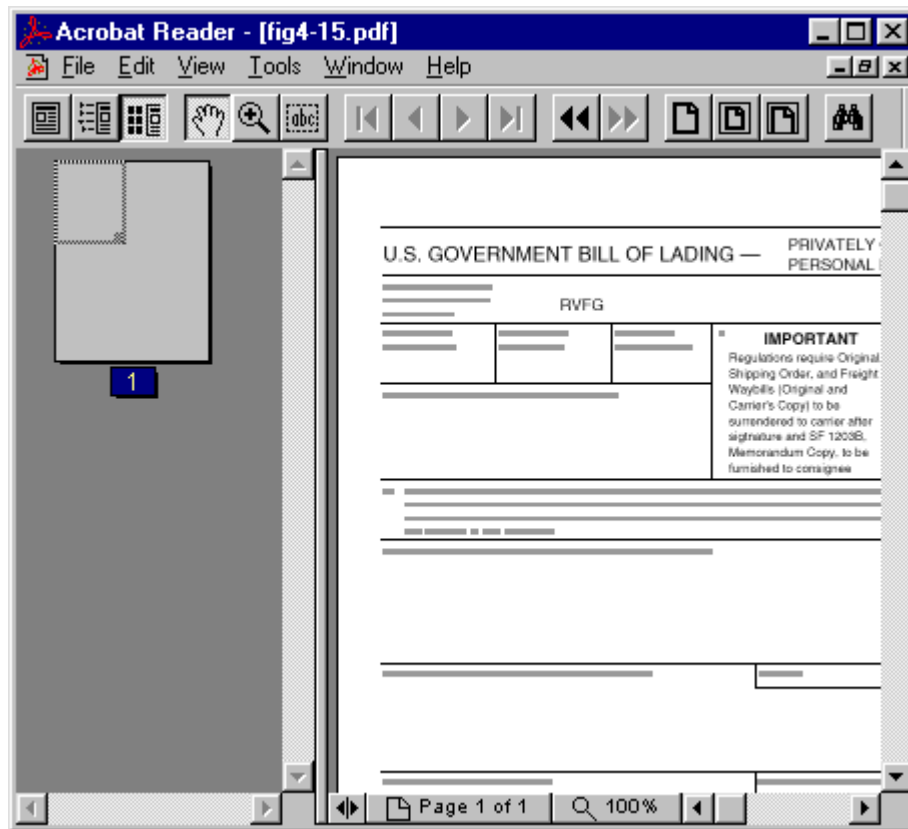


Figure 4-15. Thumbnails Example

Notice the box in thumbnail 1. This box represents the viewing area of the GBL displayed on the right. By placing the cursor and holding down the left mouse button, you can move the view around on the thumbnail representation. When this occurs, the view on the GBL page changes accordingly.

You are able to scroll through the thumbnails using the scroll bar between the thumbnails and the GBL. By clicking on a thumbnail page, you can select a page of the GBL to bring up on the screen.

Toolbar

Beneath the menu bar at the top of the window is the toolbar:

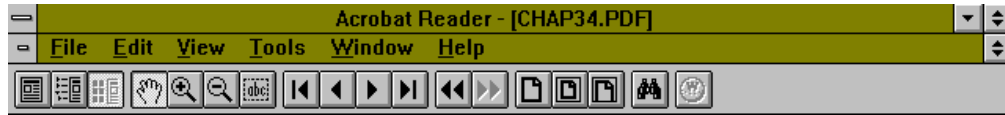


Figure 4-16. Acrobat Reader Toolbar Screen

It holds buttons that activate common functions such as moving between pages or increasing the size of the document. These are described in more detail later.

Function Bar

At the bottom left of the window is the status bar.

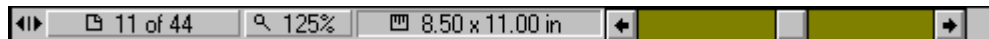
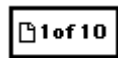


Figure 4-17. Acrobat Reader Status Bar Screen

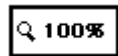
It shows you information about the size and view of the current document.

Function Bar Fields

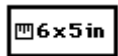
The status bar contains the following fields and information:



The *page number box* displays the current page number.



The *magnification box* displays the current page magnification.



The *page size box* shows the size of the current page.

Vertical Scroll Bar

To the right of the window is a vertical scroll bar that enables you to scroll up and down through a document.



Figure 4-18. Acrobat Reader Vertical Scroll Bar Screen

The overview area on the left side of the window includes an independent scroll bar that you can use to scroll through bookmarks.

Toolbar






Introduction

This section will give you a brief overview of the tools and buttons located on the toolbar. In the following sections, you will learn when to use them.

Tools and Buttons








The toolbar contains tools for selecting and viewing documents. Select a tool by clicking on the tool icon.

The toolbar contains the following tools and buttons:

Button	Description
	Click on the <i>Page Only</i> button to close the overview area of the window.
	Click on the <i>Bookmarks and Page</i> button to open the overview area and display bookmarks created for the document. Click a bookmark's name to go to the location marked by that bookmark.
	Click on the <i>Thumbnails and Page</i> button to open the overview area and display thumbnail images of each document page. Click a thumbnail to go to the page marked by that thumbnail.
	Use the <i>Hand</i> tool to move a document page on-screen when it does not fit within the window. You can drag the hand tool in the direction you want to move the page.
	Use the <i>Zoom</i> tools to magnify or reduce the page display by a factor of two.



Use the *Select Text* tool to select text in a document, which can then be copied to the Clipboard by using the Copy command. Choose *Select Graphics* from the Tools menu to select graphics in a document.

Button	Description
	Use the <i>Previous Page</i> or <i>Next Page</i> button to move the document backward or forward, one page at a time.
	Use the <i>First Page</i> or <i>Last Page</i> button to move to the first or last page of the document.
	Use the <i>Go Back</i> and <i>Go Forward</i> buttons to retrace your steps in a document, moving to each view in the order visited.
	Click the <i>Actual Size</i> button to display the page at 100%.
	Click the <i>Fit Page</i> button to scale the page to fit within the window.
	Click the <i>Fit Width</i> button to scale the page to fill the width of the window.
	Click the <i>Find</i> button to search for part of a word, a complete word, or multiple words in a document.

Navigation

Introduction


You have learned about several tools and buttons on the toolbar that will help you navigate through the GBL. You may:

- go through the document one page at a time
- go to the first page or the last page of the document
- search for a specific word or part of a word in a document.



You may also use the scroll bar to move through the document, which will take you to any page of the GBL.

Navigation Techniques

There are different ways to navigate through the GBL to obtain the information you need. In the table below, the navigation techniques are listed. Depending on where you need to go, you can select the best technique for your needs.

Navigation Technique	Description	Result
1.  One Page at a Time	To move forward or backward through the contract one page at a time, click on the <i>previous page</i> or <i>next page</i> buttons. <ul style="list-style-type: none"> • Arrow pointing left goes backwards • Arrow pointing right goes forward 	You will be taken forward one page or back one page in the GBL. To move more than one page, you must click the button again.

Note: If the button is dimmed, it is not active and will not work. For example, if you are on the first page of a document, the previous page button will be dimmed. If you are on the last page of a document, the next page button will be dimmed.

<p>2.</p>  <p>Jump to the First or Last Page</p>	<p>You may click on the <i>first</i> or <i>last page</i> buttons to access information located at the beginning or end of the GBL. This is accomplished from any page within the GBL.</p> <ul style="list-style-type: none">• Arrow pointing left goes to the first page.• Arrow pointing right goes to the last page.	<p>You will be taken to the first (left arrow) or the last (right arrow) page of the GBL.</p>
<p>3.</p>  <p>Scroll through the GBL</p>	<p>From any page in the GBL, use the scroll bar on the right side of the document to move up or down through the pages.</p>	<p>You will be taken to the page desired.</p>

Page Views




Introduction




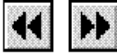
The full page view of the GBL is almost too small to read. Because of this, the Adobe Acrobat has several tools to view the document. You may:

- zoom in and zoom out
- display the page at 100%
- scale the page to fit within the window
- view only the portion of the document desired.

Different Page Views

There are different ways to view a document, depending on whether you want to look at a whole page or only a portion of it. The different ways you can view a document are listed in the table below. Select the view that best suits your need.

Page View	Action	Result
 Actual Size	Click on the <i>Actual Size</i> button.	The GBL will be displayed at 100%.
 Fit Width	Click on the <i>Fit Width</i> button.	The page will fill the width of the window.
 Fit Page	Click on the <i>Fit Page</i> button.	The page will fit within the window.

 Thumbnails and Page	Click on the <i>Thumbnails and Page</i> button.	The area on the left of your screen will reveal the overview area and display thumbnail images of each GBL page. Click a thumbnail image to go to the page marked by that image.
<p><i>Note:</i> The scroll bar to the left of the window where the GBL page resides will move the thumbnail images forward or backward if there are many pages.</p>		
 Zoom	Click the <i>Zoom</i> tool buttons and then click on the area you want magnified.	This will magnify or reduce the page display by a factor of two.
 Page Only	Click on the <i>Page Only</i> button.	This will close the overview area and you will see only the page on the screen.
 Go Back and Forward Buttons	Use the <i>Go Back</i> and <i>Go Forward</i> buttons to retrace your steps in a document.	You will be able to move to each view in the order visited.

FIND

Introduction

This section introduces another feature that allows you to locate specific information within the GBL text without having to view the entire document. You may focus on:

- one word
- a specific phrase
- upper or lower case lettering

Search Method



Find

To locate a specific word or phrase within the GBL, click on the *Find* button. In the box that appears, type the word or phrase you want to find and select the appropriate option to further customize the search criteria. The system displays the item found based on the search criteria.

Listed below are the options appearing within the search criteria box:

Options	Description
Find What	Identifies the word or phrase you are searching for within the document.
Match Whole Word Only	Finds items that are whole words only, not part of words.
Match Case	Finds only those items with the exact uppercase and lowercase letters specified in the “find what” area.
Find	Begins searching at the insertion point of the command and moves forward in the document.

Options	Description
Find Backwards	Begins searching at the insertion point of the command and moves backwards in the document.
Find Again	Used to find the next item in the document meeting the selection criteria.


Split Windows

Introduction

You can have two separate application windows open on your screen at the same time. This gives you the capability to copy and paste GBL information from the Acrobat Reader to your word processor.

Sizing the Windows

Your Acrobat Reader will be a full size window on your screen. To change the window to a half size window perform the following steps:

Step	Action
1	<p>Click on the double arrows that are on the same line with “<i>Acrobat Reader</i>” and the file name. This is called the <i>Restore</i> button.</p>  <p>Figure 4-19. Acrobat Reader Restore Button Screen</p> <p>The window will be reduced on your screen.</p>

2

To size the window so that it fits on half of your screen, click on *Window* and then click on *Tile Horizontally*. The following split screen example shows a personal property (PP) GBL and a freight (FGT) GBL.

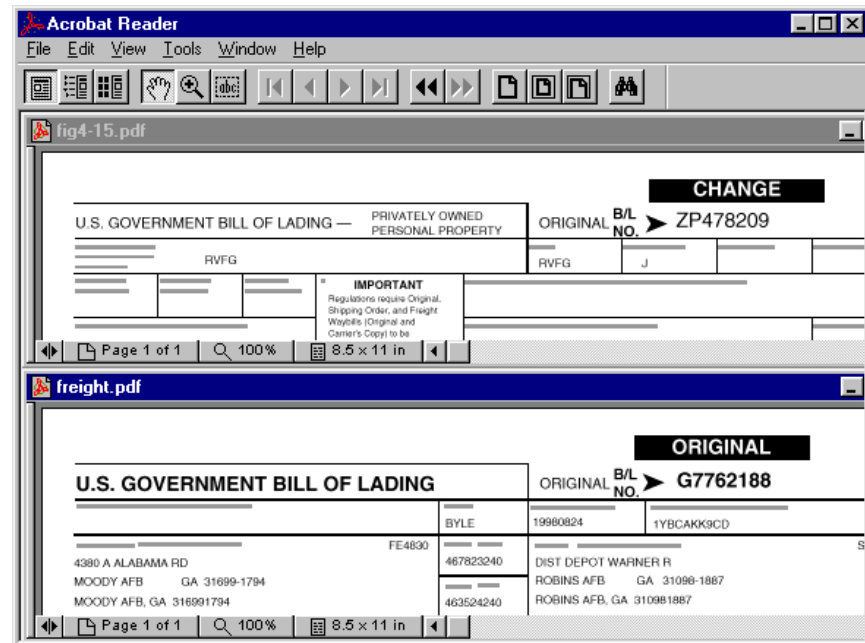


Figure 4-20. Split Screen View

Note: Split screens can show a document in its original and modified formats.

3

If required, resize the window:

- move the cursor to the edge of the window
- when the cursor becomes a double arrow (\leftrightarrow), hold the mouse button and drag the edge of the screen to the location desired
- continue until the screen takes up the top half of the screen.

4

Go to the Windows Program Manager by pressing *Alt + Tab* until the Program Manager icon appears.

Insert Program Manager box.

5	Double click your mouse on the word processing application you wish to bring up.
6	Click on the restore button to make the application window smaller.
7	If the Windows Program Manager is still active, click on the down arrow at the top of the screen. This will minimize the Program Manager so that you do not see it.
8	Size both screens so that you have the GBL in the top half of the screen, and your word processing application running in the bottom half. The above order may be modified at user's discretion.
9	When you have finished working with both applications, you may exit by clicking on <i>File</i> , then click on <i>Exit</i> .

Copy and Paste

Introduction

The DOD EDA Web only allows you to view GBL information. It does not allow you to change the information. It is possible, however, to copy information from within a GBL and move it to another document where you can make changes or use the information for some other purpose.

The *Select Text* button allows you to complete this function without altering the document on the web.

Copy/Paste Methods



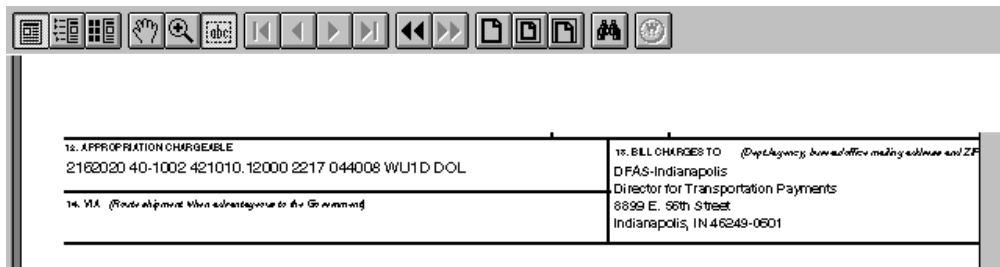
The steps listed in the table below describe how to copy and paste information from the GBL to another document.

Step	Action	Result
1. <i>Copying</i>	<p>To copy text within the GBL:</p> <ul style="list-style-type: none"> • click on the <i>Select Text</i> button. • move the cursor to the area being copied. • click and drag the cursor over the desired text to highlight it. • select the “Copy” option under Edit. 	The desired text is copied and stored in the clipboard.
<p><i>Note:</i> You can only copy one item at a time. As soon as another item is copied, it replaces the item stored in the clipboard.</p>		
2. <i>Pasting</i>	<p>To paste text into another document:</p> <ul style="list-style-type: none"> • position the cursor where the copied information is to be placed and click the left mouse button • select the <i>Paste</i> option under Edit. 	The desired text is copied into the new document.

Copying and Pasting Table Information

When selecting information appearing within a table, if you do not hold down the *control* key when highlighting you may have to copy more information than you actually need. This is due to the structure of the table within the document.

For example, you may wish to copy Block 13, “DFAS-Indianapolis Director for Transportation Payments 8899 East 56th Street Indianapolis, IN 46249-0001” from the GBL shown below.



12. APPROPRIATION CHARGEABLE 2162020 40-1002 421010 12000 2217 044008 WU1D DOL	13. BILL CHARGES TO <i>(Dept/Agency; how and office making address and ZIP)</i> DFAS-Indianapolis Director for Transportation Payments 8899 E. 56th Street Indianapolis, IN 46249-0501
14. V.A. <i>(Provide shipment when advantageous to the Government)</i>	

Figure 4-21. Sample GBL Screen

If you click on the *Text* button without holding down the *control* key and begin highlighting the text to be copied, text on the right side of the column is also highlighted, as shown below. To highlight only the information needed, click and while holding down the *control* key, drag over part or all, of the page to be copied.

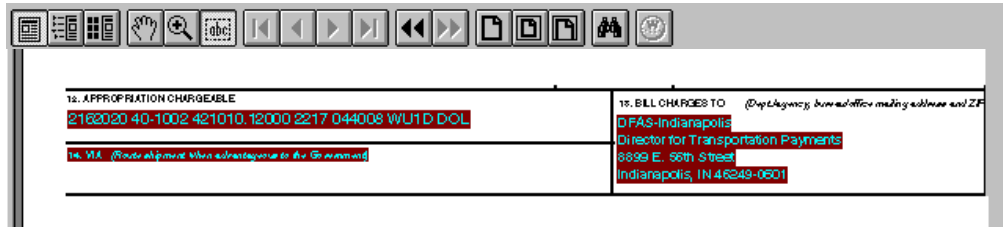
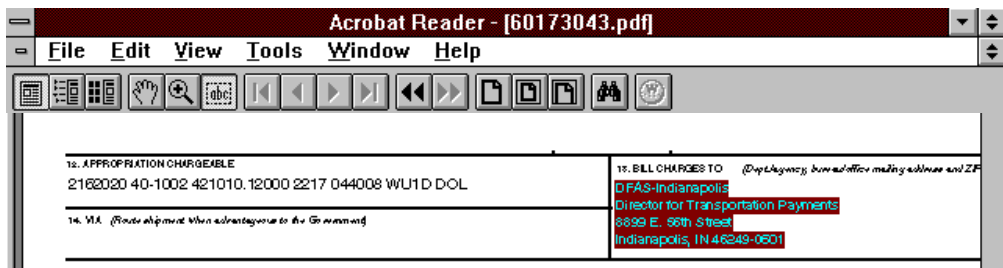


Figure 4-22. Copying and Pasting GBL Screen

To copy only Block 13, click on the *text* button and while holding down the *control* key, drag part or all of Block 13.



**Alternative to
Split Windows**

An alternative to the split windows is switching back and forth between applications using the *Alt + Tab*. The method you use will depend on how the systems are set up at your location and on whatever is easiest for you.

Step	Action	Result
Moving From One Application to Another	<p>While in the Acrobat Reader:</p> <ul style="list-style-type: none">• press <i>Alt + Tab</i> until you see the icon of the application you wish to access• double click on the icon• to return to the Acrobat Reader, press <i>Alt + Tab</i> again until the Acrobat Reader appears.	<p>The application will appear on the screen.</p> <p>From then on, you can switch back and forth between GBLs and your word processor by pressing <i>Alt + Tab</i>.</p>

Practice Instruction

Practice Instruction

Search and Retrieve a GBL and Copy and Paste GBL Information.

The instructor will use this practice instruction to provide you the opportunity to walk step-by-step through the process of searching for a GBL, retrieving it, and copying information from that GBL and pasting it into another application.

Please follow the instructor's directions while doing this practice instruction. You will have the opportunity to work independently during the Practical Exercise.

For this practice instruction use:

- GBL number TBD
- log-on procedures' step/action table
- search for a specific GBL
- sizing the windows' step/action table
- copy and paste's step/action table
- log-off procedures' step/action table.

Log-on Procedures

Use the procedures in the following table to log on to the NIPRNET:

Step	Action	Result
1	<ul style="list-style-type: none"> • If the terminal is off, turn on the terminal. • If the terminal is on, go to step 2. 	You have access to the local applications.
2	Double click on the DOD EDA Web icon.	The DOD Electronic Document Access Web page appears.









3	Read the security statement.	Click on <i>proceed</i> to go to the log-on page.
4	To log on, click your cursor inside the box next to “USERID,” type in your User ID and press <i>Tab</i> or use your mouse.	Your cursor appears in the Password field.
<i>Note:</i> User ID and Password <u>must</u> be in lower case letters.		
5	Type in your Password and click on <i>Logon</i> .	The Search Option screen will appear.

Search For a Specific GBL

Use the procedures in the table to search for a specific GBL:		
Step	Action	Result
1	From the search options page, click on <i>Search</i> in “ <i>Search</i> For a Specific GBL.”	This will bring up the screen “Specific GBL”.
2	<ul style="list-style-type: none"> Click the mouse in the box next to GBL number. Type in the GBL number TBD. Click on the <i>View Search Results</i> button. 	This will bring up a GBL for your selection.
<i>Note:</i> The GBL number is all uppercase letters.		
3	Click on the GBL number for retrieval.	The GBL will appear on your screen.

View the Contract

Use the procedures in the table to view the GBL.

Step	Action
1	 View the GBL by clicking on the <i>Page only</i> button.
2	 View the GBL by clicking on the <i>Thumbnails and Page</i> button.
3	 Click on the <i>Hand</i> button. Place the cursor in the box on the thumbnail and move the box around. Notice the different views of the GBL when it is moved.
4	Click on <i>thumbnail number 3</i> . Notice that the reader goes to page 3 of the contract.
5	  Click on the “+” <i>Zoom</i> button. Go to an area of the GBL with text and click the cursor. Notice the print gets larger. Click the cursor again. Notice the print gets larger.
6	  Click on the “-” <i>Zoom</i> button. Go to the same area and click the mouse twice to return the print to its original size.
7	 Click on the <i>Find</i> button. Find the term “Net 30 Days.”

Splitting Windows


You are to open another application, which is your word processor. The Adobe Acrobat Reader will be in the top window and your word processor will be in the bottom window.

Follow the procedure in the table below to resize the Adobe Acrobat window.

Step	Action
1	Click on the double arrows that are on the same line with “Acrobat Reader” and the file name. This is called the <i>Restore</i> button.
2	Click on <i>Window</i> and then click on <i>Tile Horizontally</i> .
3	Move the sides of the window so that it is in the top half of your screen.

Follow the procedure in the table below to open the word processing application.

Note: The following procedures may vary from site to site. The instructor will give directions according to local procedures.

Step	Action
1	Go to the Windows Program Manager by pressing <i>Alt + Tab</i> until the Program Manager icon appears.  Program Manager
2	Double click your mouse on the application you wish to bring up.

Follow the procedure in the table below to resize the window.

Step	Action
1	Click on the double arrows (<i>Restore</i> button) at the top of the screen.
2	Click on <i>Window</i> and then click on <i>Tile Horizontally</i> .
3	Move the sides of the window so that it exists in the bottom half of your screen.

Copy and Paste

You are to copy information from Block 14 of the GBL that exists in the top part of your screen and paste it into the word processor which is located in the bottom part of your screen.

To copy information from the GBL, perform the steps in the following table:

Step	Action
1	Using the thumbnail and page view, click the cursor on Block 13.
2	Click on the <i>Page Only</i> button to enlarge the viewing area.
3	Under the words "Appropriation Chargeable" is the following line: " TO BE DETERMINED BY GBL."
4	Click on the <i>Select Text</i> button and highlight the line shown above.
5	Click <i>Edit</i> on the Acrobat Reader toolbar, then click on <i>Copy</i> .

6	Click the cursor at the location in the word processor where you want the text to appear.
7	Click <i>Edit</i> on the word processor toolbar and then click on <i>Paste</i> .

**Log-off
Procedures**

To log out of all applications perform the steps in the following table:

Step	Action
1	From the word processing application, click on <i>File</i> and then click on <i>Exit</i> . This will leave the Acrobat Reader on the screen.
2	On the Acrobat Reader Toolbar, click on <i>File</i> and then on <i>Exit</i> . This will put you back in the DOD EDA Web.
3	From the Netscape browser, click on <i>File</i> and then on <i>Exit</i> . You are logged out of the DOD EDA Web.